

PAST PERFORMANCE QUESTIONNAIRE FOR
SOLICITATION NUMBER AOC RFPCD160046

The contractor listed below is being considered for a contract award by the Architect of the Capitol, Washington, DC. Your name has been provided as a customer reference regarding performance under a past contract with your **agency/company**. Your comments are considered Source Selection Sensitive, therefore, you are advised that your response will be safeguarded to the extent cited in the Federal Acquisition Regulation (FAR) 42.1503. FAR prohibits the release of past performance evaluations to other than other Government personnel and the contractor whose performance is being evaluated during the period the information may be used to provide source selection information.

In order to maintain the integrity of the source selection process, respectfully request that you do not divulge the name of the contractor nor discuss your comments on this questionnaire with any other individuals.

Your completion of this form will be greatly appreciated. Upon completion, please either fax or email this form to the Contracting Specialist, Donald Fuqua, at dfuqua@aac.gov , (202)225-3221 Attn: Donald Fuqua-Contract Specialist.

The following information is being requested:

Past Project Information

Contract number:_____

Prime Contractor's name, operating unit and address:_____

Project Title: _____

Type of contract:_____

Program Name:_____

Contract Initiation date:_____

Contract completion date (including extensions):_____

Years Remaining:_____

Describe any schedule changes and reasons for schedule changes (if any):_____

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ATTACHMENT 5

RFPCD160046

Award Amount:_____

Current Contract \$ Value (including exercised options and extensions):_____

Projected Final Contract \$ Value (including exercised options and extensions):_____

Reason why Award Amount and Current or Projected Final Contract \$ Value differ (if they differ):

Description of the work performed (include the size, scope, and complexity of the project):

Evaluators name, position, organization, and role on the contract:_____

Evaluator's phone # and email address:_____

Number of month's contractor performance was monitored by evaluator:_____

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BUILDING – TJB
ATTACHMENT 5

RFPCD160046

1. Please rate each item listed below (*circling is preferable; Use 1 through 5 with 5 being outstanding and 1 being unsatisfactory; N/O (Not Observed)*) and **Provide Comments** to identify **Specific Strengths/Weaknesses** in **each area**

A1. Quality of Products or Services: Assess the contractor's conformance to contract requirements, specifications, and standards of good workmanship (e.g., technical, professional, environmental, or safety and health standards).

Issue						
Anticipation/Prevention	1	2	3	4	5	N/O
Process Improvement	1	2	3	4	5	N/O
Lesson Learned						
Incorporation	1	2	3	4	5	N/O
Thoroughness	1	2	3	4	5	N/O
Overall Quality	1	2	3	4	5	N/O

A2. Proficiency in:

Operations and						
Maintenance Services	1	2	3	4	5	N/O
Additional Services	1	2	3	4	5	N/O
	1	2	3	4	5	N/O

A3. Management of Key Personnel: Assess the contractor's performance in selecting, retaining, supporting, and replacing, when necessary, key personnel.

Retention	1	2	3	4	5	N/O
Replacement Speed and						
Quality	1	2	3	4	5	N/O

Comments (List specific strengths and weaknesses):

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BUILDING – TJB
ATTACHMENT 5

RFPCD160046

B. Timeliness of Performance - Assess the timeliness of the contractor against the completion of the contract, task orders, milestones, delivery schedules, administrative requirements (e.g., efforts that contribute to or affect the schedule variance).

Extent to which work and deliverables were delivered on time	1	2	3	4	5	N/O
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Comments (List specific strengths and weaknesses):

C. Cost Control - Assess the contractor's effectiveness in forecasting, managing, and controlling contract costs (***Do not rate this item for Firm Fixed Priced contracts**).

Performed Within Estimates	1	2	3	4	5	N/O
Cost Consciousness	1	2	3	4	5	N/O

Comments (List specific strengths and weaknesses):

D. Business Relations - Assess the integration and coordination of relationships needed to execute the contract

Business/Contracting Relations	1	2	3	4	5	N/O
Response to Change	1	2	3	4	5	N/O
Subcontract Management	1	2	3	4	5	N/O
Interaction with End Users	1	2	3	4	5	N/O
Extent of End User Satisfaction	1	2	3	4	5	N/O
Responsiveness	1	2	3	4	5	N/O

Comments (List specific strengths and weaknesses):

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BUILDING – TJB
ATTACHMENT 5

RFPCD160046

E. Resolution of Problems - Assess the contractor's performance in resolving problems that arose during performance of the contract.

Problem Resolution	1	2	3	4	5	N/O
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Comments (List specific strengths and weaknesses):

2. Overall Assessment: (please circle)

1

2

3

4

5

NOT OBSERVED

Comments (List any major strengths and major weaknesses):
